

School Elections And Budget Procedure Calendar

Type II Districts (including all regional) Deadlines and Citations

Provided by the New Jersey Department of Education, Division of Finance.

Any dates subsequently released by the Division of Elections, Department of Law and Public Safety concerning the provisions of Title 19 of the New Jersey Statutes which differ from those contained herein shall supersede those dates. This document is intended as an administrative convenience and does not constitute a statement of law. This document should not be relied upon as a substitute for the district's review of applicable law or consultation with counsel.

The county board of election of the county in which the election district is located shall designate two members of the district board of election to perform all the duties of the district board for that election, except that where there are electronic voting systems and more than 900 registered voters four members shall be designated.

The county board of elections shall appoint from the designees one to serve as judge and one to serve as inspector for school elections.

Upon the request of a board of education or the clerk of a municipality in the county or upon its own initiative, the county board may designate the polling place and voting equipment of one election district to serve as the polling place and voting equipment for the voters of one or more other election districts for school elections. Such a designation shall be based on the casting of no more than 500 ballots during each of the two preceding annual school elections by the voters of the election districts for which that polling place is designated. If, at two consecutive annual school elections thereafter, the number of ballots cast by the voters in those election districts is more than 500, the county board shall effect an appropriate revision of the election districts using that polling place. If a request is from a municipal clerk, the request shall apply only to the election districts in that municipality.

If one polling place is designated for two or more election districts, the county board shall designate at least two members from among the members of the district boards of election of those election districts to perform all the duties of the district board for the school election. The county board shall also appoint one of the persons so designated to serve as judge and another of those persons to serve as inspector for school elections.

The regional board of education may, in submitting to the voters the amount of money to be voted upon for the use of the regional schools of the district, identify the amount of money determined to be the constituent municipality's share. Including this information for voters would make clear to those voters the exact amount of taxes that the constituent municipality would be required to raise to support the regional school district budget.

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Feb 21 - Mar 21

Notice of School Election to be Published

(During the 30 days next preceding the day fixed for the closing of the registration books for the election)

Notice of school election shall be published once during this period.

N.J.S.A. 19:12-7

“On or About” February 26

State Aid Notices to Be Released

(Within 2 days of the Governor’s budget message)

The commissioner will release state aid notices for the 2004-05 school year within two days of the Governor’s budget message.

N.J.S.A. 18A:7F-5

The Governor shall formulate his budget recommendations which shall be presented to the Legislature as a budget message on or before the fourth Tuesday in February in each year.

N.J.S.A. 52:27B-20

March 1

Publish Notice – Military Service and Civilian Absentee Voters

(Prior to the 50th day immediately preceding the School Election)

The county clerk in the case of a school election in a regional or other school district comprising more than one municipality or the clerk of the municipality for a school district comprising a single municipality shall publish or cause to be published the notices to persons desiring military service and civilian absentee ballots prior to the 50th day immediately preceding the election. Notices shall be published separately in at least one newspaper in each district in which the election is to be held or if no newspaper is published in the district, then in a newspaper published in the county and circulating in the district. All notices shall be display advertisements.

N.J.S.A. 19:57-7

March 1

Nominating Procedures

(50th day preceding the date of the election, by 4:00 p.m.)

Nominating petitions must be filed with the secretary of the board of education on or before 4:00 p.m. of the 50th day preceding the date of the election.

N.J.S.A. 19:60-7

March 5

Objections to Nomination

(46th day prior to election)

Last day to file objections to candidates’ petitions.

N.J.S.A. 19:60-7

March 5

Candidate Complaint

(46th day prior to election)

Last day a candidate may file a complaint with the Superior Court setting forth any invasion or threatened invasion of rights under the candidate’s petition.

N.J.S.A. 19:60-7

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March 8

Withdrawal of Candidate

(Before the 44th day before the date of the election)

Last day for a candidate to withdraw name as a candidate.

N.J.S.A. 19:60-7

March 8

Deadline to Amend Defective Petition

(Before the 44th day before the date of the election)

Last day for a candidate to amend a defective petition.

N.J.S.A. 19:60-7

March 8

Determination of Objection to Petition

(On or before the 44th day preceding the election)

Last day for a board of education to make a determination on an objection to a candidate's petition.

N.J.S.A. 19:60-7

March 10

Secretary of Board of Education Drawing for Ballot Positions

(7 working days following the last day for filing petitions for the annual school election)

The drawing of names for ballot positions shall be performed by the secretary of the board of education and take place seven working days following the last day for filing petitions for the annual school election.

The secretary of the board of education shall make public announcement at the drawing of each name, the order in which the name is drawn and the term of office for which the drawing is made.

N.J.S.A. 19:60-8

March 11

Adoption and Filing of Budget *

Districts must prepare an itemized budget and submit the budget to the county superintendent of schools.

N.J.S.A. 18A:7F-5, N.J.S.A. 18A:7F-6

March 12

Certification of Drawing

(2 days after drawing for ballot positions)

Last day for secretary of the board of education to certify results of drawing to the county clerk.

N.J.S.A. 19:60-8

March 22

Notice of Public Hearing *

(4 days prior to public hearing on budget)

Last day to advertise for earliest public hearing. The board of education shall cause notice of such public hearing and the statement annexed to the budget to be published at least once in at least one newspaper published in the district and if no newspaper is published therein, then in at least one newspaper circulating in said district not less than four days prior to the date fixed for such public hearing.

N.J.S.A. 18A:22-10, N.J.S.A. 18A:22-11, N.J.S.A. 18A:22-12

**Changed pursuant to S-2834*

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March 22

Last Day to Register for School Election

(29 days preceding the annual school election)

The law provides that persons may register to vote up to 29 days preceding the annual school election either at the county board of elections or at the office of the municipal clerk.

N.J.S.A. 19:31-5, N.J.S.A. 19:31-6

March 26

Budget Approval by County Superintendents *

(Changed pursuant to S-2834)

Last day for county superintendents to approve the budget statement to be advertised.

N.J.S.A. 18A:7F-5, N.J.S.A. 18A:7F-6

March 26

Preparation of the Budget *

(Changed pursuant to S-2834)

Last day to finalize budget for ensuing school year.

N.J.S.A. 18A:7A-50, N.J.S.A. 18A:7F-1, N.J.S.A. 18A:22

March 26

Earliest Date for Public Hearing on Budget *

(Changed pursuant to S-2834)

Earliest date to hold public hearing on budget. Public hearing may not be held until the county superintendent of schools has approved the budget and the budget and meeting date have been posted and advertised in at least one newspaper.

N.J.S.A. 18A:7A-51, N.J.S.A. 18A:22-11, N.J.S.A. 18A:22-12, N.J.S.A. 18A:22-13

March 26

Notice of Public Hearing

(4 days prior to public hearing)

Last day to advertise for a public hearing on the budget.

N.J.S.A. 18A:22-11, N.J.S.A. 18A:22-12

March 30

Last Day for Public Hearing *

(Changed pursuant to S-2834)

Last day to hold public hearing.

N.J.S.A. 18A:22-10

April 2

Deadline to Adopt Budget

(No later than 18 days prior to the election)

Last day to adopt budget prior to election.

N.J.S.A. 18A:22-32

*Changed pursuant to S-2834

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April 3

Deadline to Submit Public Question Statement to the County Clerk

(17th day preceding the annual school election, before 10:00 a.m.)

The secretary of each board of education not later than 10 o'clock a.m. of the 17th day preceding the annual school election shall make and certify and forward to the clerk of the county in which the school district is located a statement designating any public question to be voted upon at the election. The Department of State, Division of Elections requests that boards of education submit the public questions to the county clerk as early as possible to allow for the absentee ballots and the sample ballots to be printed and delivered on time.

N.J.S.A. 19:60-4

April 3

Official Ballot for Printer

(17th day preceding the annual school election)

Every county clerk shall have ready for the printer a copy of the contents of official ballots required by law to be printed for use at a school election not later than the 17th day prior to the election.

N.J.S.A. 19:60-9

April 6

Filing of Appointments or Applications for Challengers

(2nd Tuesday preceding election)

Last day for candidates to file for appointment of challengers and alternates with the county board of elections.

N.J.S.A. 19:7-3

April 6

Challenger Appointment Permits Issued

(At any time up to and including the day of the election)

Board issues Challenger Appointment papers

N.J.S.A. 19:7-4

April 8

Board of School Estimate – Determination of Budget

(April 8th each year)

Last day for the board of school estimate of a Type II district with a board of school estimate to adopt a tax certificate for the budget.

N.J.S.A. 18A:22-26

April 8

Application for Restoration; Automatic Review – Comments by Board of Education

Within 10 days after certification of the general fund tax levy by the governing body or bodies, a district board of education eligible for restoration of budget reductions pursuant to N.J.A.C. 6A:23-8.10(f)1 or 2 may submit to the Commissioner an application for such restoration. The application must be submitted to the appropriate county superintendent, and a copy of the complete application must concurrently be provided to the governing body or bodies.

N.J.A.C. 6A:23-8.10(f)3

Within 10 days of delivery to the district board of education and the county superintendent, pursuant to N.J.A.C. 6A:23-8.10(a) or (b), of a budget below the minimum T&E budget (subject to automatic review), a district board of education may submit to the county superintendent any comments it may wish to make in response to the demonstration provided at the time of

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certification by the governing body or bodies, that the specific reductions made will not adversely affect the ability of the district to provide a thorough and efficient education or the stability of the district given the need for long term planning and budgeting.

N.J.A.C. 6A:23-8.10(e)2

April 11 - 17

Publication of Notice of Election

(Calendar week before the week of the election)

Notice of the school election shall be published once during the calendar week before the week in which the school election is held.

N.J.S.A. 19:12-7

April 12

Budget Statement to County Superintendent

(8th day prior to election day)

Last day to provide budget statement certification and copy of official ballot to county superintendent of schools.

April 13

Absentee Ballot Applications by Mail

(Not less than 7 days prior to election)

Last day to receive mail applications for military service and civilian absentee ballots. At any time not less than seven days prior to an election, a military service or civilian absentee voter may apply to the county clerk for an absentee ballot.

N.J.S.A. 19:57-4, N.J.S.A. 19:57-6

April 14

Mailing Sample Ballots

(by 12 noon on the Wednesday before the Election)

Sample ballots shall be prepared and deposited in the post office addressed to each registered voter on or before 12 noon on the Wednesday preceding General Election day.

N.J.S.A. 19:14-25, N.J.S.A. 19:60-10

April 15

Board of School Estimate - Certification and Raising of Appropriations for Budget

(April 15th each year)

Last day for the board of school estimate of a Type II district with a board of school estimate to deliver to county board of taxation and governing body the tax certificate for the budget for the ensuing school year.

N.J.S.A. 18A:22-26

April 19

Absentee Ballot Applications in Person

(On any day up to 3:00 p.m. of the day before the election)

Any civilian absentee voter who failed to apply by mail within seven days prior to the election may apply in person to the county clerk for an absentee ballot at any time up to 3:00 p.m. on the day before an election.

N.J.S.A. 19:57-4

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April 20

School Election Date

(3rd Tuesday in April)

Annual school election in all districts. Polls shall be open between the hours of 5 p.m. and 9 p.m. and during any additional time which the school board may designate between the hours of 7 a.m. and 9 p.m.
N.J.S.A. 19:15-2

April 26 - May 7

First Regular Meeting of School Board

(Any day of the first or second week following the annual school election)

All Type II boards of education including all regional districts shall organize annually on any day of the first or second week following the annual school election.

N.J.S.A. 18A:10-3

Each board of education shall organize annually at a regular meeting held not later than 8:00 p.m. If the organization meeting cannot take place on that day by reason of lack of a quorum or for any other reason, the meeting shall be held within three days thereafter.

N.J.S.A. 18A:10-3

April 30

Non-tenured Teaching Staff, Observation and Evaluation

(April 30th each year)

Each nontenured teaching staff member employed must be observed and evaluated before this date each year.

N.J.S.A. 18A:27-3.1

April 30

Certification of School Election Results

N.J.S.A. 19:19-1, N.J.S.A. 19:19-4, N.J.S.A. 19:19-6

May 3

Board of Education Certification of Results

(Within 2 days following Certification of Election Results)

Last day for board of education to certify to the county board of taxation the amount approved by voters to be raised for the ensuing school year.

N.J.S.A. 18A:22-33

May 3

Defeated Budget

(2 days after certification of election results)

Last day for a board of education to deliver to the governing body the proposed budget that the voters defeated.

N.J.S.A. 18A:22-37, N.J.S.A. 18A:13-19

May 15

Non-tenured Teaching Staff; Offer of Employment or Notice of Termination

(May 15th each year)

Last day for each board of education in the state to give to each nontenured teaching staff member either a contract of employment or written notice if employment will not be offered.

N.J.S.A. 18A:27-10

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May 19

Determination by Municipal Governing Body Where Items Rejected at Election

(May 19th each year)

Last day for the governing body after consultation with the board to determine and certify to the county board of taxation the amount of money necessary for school purposes to be raised by taxation for the ensuing school year.

N.J.S.A. 18A:22-37, N.J.S.A. 18A:13-19

May 19

Application for Restoration – Comments by Governing Body(ies)

Within 10 days of receipt of the district board of education's application, the governing body or bodies may submit to the county superintendent any comments it may wish to make on the board's application. A copy of such comments must be concurrently provided to the board of education.

N.J.A.C. 6A:23-8.10(f)5